


# Memo

**To:** Board of Managers  
**From:** Michael Younes, Director of Municipal Operations   
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** 10/8/2015  
**Re:** Tuohey Conference Room Sound Improvements

## Background

In 2008, three previous offices were converted into the Mary Anne Tuohey Conference Room, which can be separated into two smaller spaces by closing pocket doors that bisect the space. This space, specifically, the west side of the room is used quite frequently for meetings and events (it is the most often used public room in the Hall). Board members, staff and residents have often commented that the acoustics in the room are not very conducive to holding meetings due to the echoes created by the lack of soft surfaces to absorb sounds. Acoustic sound panels would mitigate the echoes in the room. In order to be fully effective, the acoustic panels would need to be installed on all available flat wall surfaces (between the existing wainscoting and picture rail and between the picture rail and ceiling). The panels would absorb the reverberation of sounds generated within in the room from any hard surfaces thereby eliminating echoes.

Included as a project in the FY2015 CIP, sound improvements in the Tuohey Conference Room were never implemented since the project was a relative low Village priority at the time and a lack of responsiveness by available vendors to submit proposals. Over the past summer Village staff and Board Treasurer, Mr. Gary Crockett have worked to secure three (3) proposals from local vendors to furnish and install acoustical absorption panels in the Tuohey Conference Room. Mr. Crockett and staff still believe that this is a worthwhile project to undertake in order to eliminate the echoes in the conference room, making this often used space more conducive for meetings and activities.

	<u>Cost</u>
Cardinal Sound & Communications (attached)	\$5,024
Acoustical Panel Systems	\$5,800
SoftWalls, Inc.	\$7,500

## Action Requested

No Board action is requested at this time. If the Board wishes to proceed with the project, staff will present for action a formal purchase authorization at your November 9 regular meeting.

Since funds for this project were originally appropriated in the FY2015 and went unspent, a Board resolution to amend the FY2016 budget is required to re-appropriate the funds.

## Attachment

1. Cardinal Sound & Communications Proposal



Proposal  
Project Number: 25698

6/15/2015

2219 Kansas Avenue Silver Spring, MD 20910  
301-589-3700 Fax 301-589-4284  
www.cardinalsound.us

Proposal to:

Chevy Chase Village  
Michael Younes  
5906 Connecticut Avenue  
Chevy Chase, MD 20815

Tel: 301-654-7300 Fax: 301-907-9721

Project Site:

Qty	Mfr-Part No.	Description	Unit Price	Extended
<p>We are pleased to submit a proposal for the installation of acoustical absorption panels in the meeting room. 1" thick, rigid fiberglass panels with a decorative fabric covering will be placed on the wall spaces to the left and right of each of the groupings of windows as well as the space above the windows. There will also be a set of panels on either side of the light switches on the wall with the large sliding doors, and above the picture rail on the same section of wall. An additional panel will be placed above the entry doors from the foyer, for a total of sixteen panels. The panels will be slightly smaller than each wall space, leaving a border of approximately two to three inches around the panels. You may choose the specific fabric color from the attached chart.</p>				
1	Lot	Acoustics First Sonora acoustical panels (varying sizes)	3,039.00	3,039.00
		Installation and misc materials		1,985.00

Terms: Established accounts - net 10 days, new accounts - 50% deposit at time of order, balance due on completion.  
All shipments outside the Washington, DC area must be prepaid or open account, no COD's.

This Proposal is Valid for 30 Days.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Total: \$ 5,024.00